

MICHAEL P. WALSH
MAYOR

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PISTOL PERMIT APPLICATION REQUIREMENTS

The Pistol Permit application must be filled out completely on all pages with your Signature **NOTARIZED** (sign & date application in presence of Notary). You must be 21 years of age.

Each applicant **must be registered and pay the State fees (\$88.25) in the CCHRS system prior to fingerprinting** (once you complete the pre-enrollment process and pay online, there are no refunds).

The following **must** be included when you submit your application to us:

1. A certified copy of your Birth Certificate if born in the U.S. or Puerto Rico. Naturalization Paper if you are a naturalized citizen. A U.S. Passport or current Resident Alien Card is also acceptable as proof that you are in the country legally.
2. Proof that you are a resident of East Hartford. Your CT driver's license or State ID is acceptable but must show your current address. Department of Motor Vehicles must also have your current address on record.
3. A certificate or letter from a certified pistol instructor affirming that you are proficient in handling a firearm.
4. Payment of \$25.00 by either Cash, Money Order, Bank Check or Business Check made out to BIS (Biometric Identification Services). Credit Cards and personal checks are **NOT** accepted.

FINGERPRINT HOURS WILL BE WEDNESDAY 10:00 AM TO 2:00 PM AND WILL BE COMPLETED BY BIOMETRIC IDENTIFICATION SERVICES (BIS).

When/if your application is approved, we will contact you by phone to schedule an appointment to pick up your **TEMPORARY STATE PERMIT**. A fee of **\$70.00** will be due at that time. Cash, personal check, or money order are all acceptable forms of payment. As of Monday, March 7, 2022, we will accept **Credit Card payments**, there is a minimum service charge of \$1.50 at 2.65% for using a credit card.

Please note that the process to obtain your **TEMPORARY STATE PERMIT** from us takes approximately two (2) months.

This Temporary State Permit is valid for **sixty (60) days** only from the date issued. You must obtain your STATE permit before the 60-day period expires. We will provide you with an information sheet regarding obtaining your STATE permit at that time.

Records is open to the public from 10:00 a.m. to 4:00 p.m. on Monday and 9:30 a.m. to 4:00 p.m. Tuesday through Friday. Records is closed on the weekend and legal holidays.

We suggest that, if possible, you come in no later than 3:30 p.m. as it takes time to process your application and fingerprint card.

*****Thank You for your Cooperation*****